

REPORTING HOTLINE

Hotline Rollout

When to use: You are standing up or relaunching a confidential reporting channel.

DESIGN

- ☐ **1 Choose a neutral, third-party channel available 24/7 by phone, email, and web.**
- ☐ **2 Ensure it bypasses an employee's own supervisor and allows anonymous reports.**
- ☐ **3 Confirm multilingual access if your workforce needs it.**

INTEGRATE

- ☐ **4 Define intake-to-triage handling.**
Who receives reports, how they are timestamped, and how they route to a neutral investigator.
- ☐ **5 Add the hotline everywhere employees look.**
Policy, onboarding, posters, and the pay portal, so everyone knows it exists.

LAUNCH & PROVE

- ☐ **6 Communicate the launch and the no-retaliation promise to all employees.**
- ☐ **7 Log every contact with a timestamp.**
You must be able to prove the channel existed and was available.
- ☐ **8 Review usage and response times periodically, and report trends to leadership.**